EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Edit Asset Spares)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No	:	CMMS/ASSET/REGISTER/AS05
Document Name	:	Edit Asset Spares
Prepared By	:	Muhamad Najmi bin Badrila
Creation Date	:	28/05/2024
Revision	:	1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	28/05/2024	Najmi	First Version of User Manual – Edit Asset Spares

Scenario

New information of the asset is updated from manufacturer. Users need to update the asset information in CMMS System. In this syllabus, we will guide on how to update/edit asset information.

1. Edit Asset Spare Information.

What it's for

It is important to maintain latest asset information as it is used as reference to technician when doing maintenance.

Update Asset Spare Information

1.1   On the left panel of the system, click on **Assets > Asset Register**

Figure 1.1

1.2   Asset table view will pop up and data will retrieve. Click on **Define** button.

Figure 1.2

1.3   Fill in define query criteria:
       (Note: Please refer "User Manual – Define Data Query" for detail information).

Column	Operator	Value
Asset No	like	ASSET01

1.4   Click on **Retrieve** button and records will be shortlisted based on query criteria.

Figure 1.3

1.5   Select the record and click **Edit** button. Asset information viewers will open.

Figure 1.4

1.6   Click on tab **Spares** and the tab will open.

1.7   Click on **Add** button to add spares line.

1.8   Edit/Update Asset information:

Field	Value	Have Master File?
Stock No	: <Stock no>	YES
Part Number	: <Part no>	NO
Quantity Needed	: 5	NO

(Note: Field names are controlled by System Admin).

1.9   Click on **Save** button and user will redirect to Asset Table view.

Figure 1.5